



Borrow audiovisual materials

<ul style="list-style-type: none"> • Log into WISCAT using your 4 letter code, user name and password
<ul style="list-style-type: none"> • Use the simple search or navigate to the Advanced Search screen.
<ul style="list-style-type: none"> • Enter search terms. Default indices may be changed by clicking the down arrow next to the appropriate field.
<ul style="list-style-type: none"> • Click "Search" or press the enter key.
<ul style="list-style-type: none"> • From the "Filter Results" box in the upper left of the screen click on the format type you need.
<ul style="list-style-type: none"> • Or from the results screen, choose a record for the specific format desired by the patron.
<ul style="list-style-type: none"> • Review the record to confirm it is the correct format. (VHS, DVD, etc.)
<ul style="list-style-type: none"> • Click on the gray "request this item" button. A pre-populated loan form will open. Red starred fields are required.
<ul style="list-style-type: none"> • Verify the "request type" - returnable loan
<ul style="list-style-type: none"> • Verify the format in the physical description field
<ul style="list-style-type: none"> • Verify the "need by" date. (Click inside the box to open a calendar, then change the date.)
<ul style="list-style-type: none"> • In the borrower's notes field enter the format you are requesting. (For example, VHS format)
<ul style="list-style-type: none"> • The information in the bibliographic record and the format you enter in the borrower's notes must match.
<ul style="list-style-type: none"> • Review "ship to" information
<ul style="list-style-type: none"> • Enter patron's name and contact information (email or phone) (If you have patron accounts, use Patron Lookup)
<ul style="list-style-type: none"> • Click the gray "submit" button at the top right of the page or bottom center of the request form.
<ul style="list-style-type: none"> • You will receive a confirmation message and the request number. Click the "X" to close the window.

Source: http://rl3.dpi.wi.gov/svc_wiscat_ill